

June 3, 2019 - June 9, 2019

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Monday, June 3

8:00am - 9:00am Daycare dropoff

Tuesday, June 4

9:00am - 10:30am Leadership Team (Exec Conf Room) - Ocken, Julie

Wednesday, June 5

Thursday, June 6

9:00am - 9:30am FW: Sam's First Day! - Crim, Michele

9:30am - 11:00am FW: BPS All Staff meeting (2500C) - Ocken, Julie

11:00am - 3:00pm Onboarding for Sam Baraso (Sam's desk) - Crim, Michele

Friday, June 7

9:30am - 10:30am Sam/Tiara Check-in (Moberri) - Baraso, Sam

11:00am - 12:00pm PCEF Leverage (Conference Call)

2:00pm - 3:00pm Day 2 check-in (BPS Exec Conf Room) - Mason, Vinh

2:00pm - 2:30pm PCEF and TSSC (Telephone - we'll call you) - Mason, Vinh

Saturday, June 8

Sunday, June 9

June 10, 2019 - June 16, 2019

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Monday, June 10

- ☐ 8:00am - 9:00am Daycare dropoff
- ☐ 11:00am - 12:00pm Primer on hiring process (Michele's Office) - Crim, Michele
- ☐ 1:00pm - 3:00pm HR 2.02 Training (Conference Room 7A)
- ☐ 3:30pm - 4:25pm PCEF Catch-up (Revolucion, 1432 SW 6th Ave) - Baraso, Sam

Tuesday, June 11

- ☐ 9:00am - 10:30am Leadership Team (Exec Conf Room) - Ocken, Julie
- ☐ 9:00am - 10:00am Coffee + BPS resources (BPS Conf 71 - 7045 (6)) - Winsor, Jill
- ☐ 10:30am - 11:30am Grant Committee Check-in (Michele's Office) - Mason, Vinh
- ☐ 12:00pm - 1:00pm FW: Social Justice Reading Group Meeting (BPS Conf 7A (30)) - Loehlein, Neil
- ☐ 1:00pm - 1:30pm Reminder: Send number of applicants - Tjaden, Ashley
- ☐ 2:00pm - 2:15pm Sam/JoEllen Updates on PCEF Grant Application (Sam to call JoEllen at [REDACTED]) - Baraso, Sam
- ☐ 3:00pm - 4:00pm Staffing Check-in (BPS Exec Conf Room) - Mason, Vinh
- ☐ 5:30pm - 7:30pm Private Appointment

Wednesday, June 12

- ☐ 8:00am - 8:30am Message Rob & Marcus & Oriana
- ☐ 8:30am - 9:00am Draft Facilitation Agenda for PCEF Leverage Conversation
- ☐ 9:15am - 10:00am FW: Invitation: PCEF staffing workgroup call @ Wed Jun 12, 2019 9:15am - 10am (PDT) (vinh.mason@portlandoregon.gov) - khanh@opalpdx.org
- ☐ 10:00am - 11:00am Private Appointment
- ☐ 11:00am - 12:00pm POWR office hours (7E) - Ocken, Julie
- ☐ 2:00pm - 2:30pm Sam/Donnie PCEF Communications Update (Donnie's Office) - Baraso, Sam
- ☐ 3:30pm - 4:00pm Leave early, daycare pickup
- ☐ 4:00pm - 5:00pm Canceled: Check-in (Michele's Office) - Mason, Vinh

Thursday, June 13

- ☐ 8:00am - 9:00am Sam/Desiree Check-in (Cafe Revolucion)
- ☐ 9:30am - 11:00am PCEF Coalition Meeting (Sierra Club)
- ☐ 11:00am - 11:30am Prep for Check-in with Michele
- ☐ 12:00pm - 1:00pm JAMMAS (TBD; BPS Conf 7E (16)) - Crim, Michele
- ☐ 1:30pm - 3:30pm PCEF Check-In (Michele's Office) - Crim, Michele
- ☐ 3:30pm - 4:30pm Private Appointment
- ☐ 3:45pm - 4:30pm Leave early, daycare pickup

Friday, June 14

- ☐ 10:30am - 11:00am Travel
- ☐ 11:00am - 3:00pm Private Appointment
- ☐ 3:15pm - 3:30pm Sam/Donnie PCEF Comm Update (Sam call Donnie) - Baraso, Sam
- ☐ 4:00pm - 5:00pm Sam/Alan PCEF Updates (1932 NE Broadway St.) - Baraso, Sam

Saturday, June 15

Sunday, June 16

June 17, 2019 - June 23, 2019

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Monday, June 17

- ☐ 8:00am - 9:00am Daycare dropoff
- ☐ 10:00am - 10:30am Check-in on Jaimes On-Boarding
- ☐ 11:30am - 12:30pm check in (lunch) - Marion, Irene
- ☐ 12:30pm - 1:00pm Travel
- ☐ 1:00pm - 4:30pm Shared Values, Leverage and the Portland Clean Energy Fund (Meyer Memorial Trust, 425 NW 10th, Ste. 400) - Baraso, Sam
- ☐ 5:00pm - 5:30pm Email Jaimes & Cady
- ☐ 5:30pm - 6:30pm Private Appointment

Tuesday, June 18

- ☐ 8:30am - 9:00am quick chat (MCs Office) - Crim, Michele
- ☐ 9:00am - 10:30am Leadership Team (Exec Conf Room) - Ocken, Julie
- ☐ 9:00am - 9:30am Review Failed Applications
- ☐ 9:30am - 10:00am Review COBID System Lookups
- ☐ 10:00am - 11:30am Jaimes & Cady onboarding plan
- ☐ 12:00pm - 1:00pm Banh Mi (PSU) - Mason, Vinh
- ☐ 1:00pm - 2:30pm BPS Management Team (7A) - Ocken, Julie
- ☐ 3:30pm - 4:30pm Sam/Karly PCEF Check-in (City Hall) - Baraso, Sam
- ☐ 4:30pm - 5:00pm Sam/Maurice Meet & Greet (Altabira Lounge)
- ☐ 6:30pm - 7:00pm Private Appointment

Wednesday, June 19

- ☐ 9:00am - 1:00pm Jaimes Onboarding
- ☐ 9:00am - 9:15am Meet Jaimes in the lobby
- ☐ 11:30am - 12:00pm Sam/Tony Lunch (TBD) - Baraso, Sam
- ☐ 1:30pm - 2:30pm Office (re)intros (All around the 7th floor) - Mason, Vinh
- ☐ 3:30pm - 4:00pm Leave early, daycare pickup

Thursday, June 20

- ☐ 9:00am - 10:00am Sam/Marshall PCEF Check-in (City hall) - Baraso, Sam
- ☐ 10:00am - 12:00pm PPL SRVCS office hours (Swing by my cube, we'll find a quiet spot) - Winsor, Jill
- ☐ 10:15am - 10:45am BPS Headshot (7th Floor front stairwell)
- ☐ 10:30am - 11:00am See Jessica re Budget carryover
- ☐ 11:30am - 12:30pm Invitation: Lunch @ Thu Jun 20, 2019
- ☐ 11:30am - 12:30pm (PDT) (sam.baraso@portlandoregon.gov) (Luc Lac Vietnamese Kitchen, 835 SW 2nd Ave, Portland, OR 97204, USA) - john.wasiutynski@multco.us
- ☐ 1:00pm - 3:00pm PCEF Check-In (Michele's Office) - Crim, Michele
- ☐ 3:00pm - 3:15pm SMILE - Picture taking time (The Plotters by Kevin Martin's desk) - Lucchesi, Karen
- ☐ 3:45pm - 4:30pm Leave early, daycare pickup
- ☐ 4:30pm - 5:30pm Canceled: Chat? (100 SW Market) - Posey, Leesha

Friday, June 21

- ☐ 10:00am - 11:00am StrengthsFinder Assessment
- ☐ 11:00am - 12:00pm Sam/Allison PCEF Grant Committee Process (111 SW Columbia St., Ste 550, Portland, OR 97201) - Baraso, Sam
- ☐ 1:00pm - 2:00pm Sam/Thomas Meet & Greet on PCEF (111 SW Columbia St Suite 600, Portland, OR 97201) - Baraso, Sam
- ☐ 2:15pm - 2:30pm Sam/Chris Internal Systems - Baraso, Sam
- ☐ 2:30pm - 3:30pm Jaimes/Sam Chat PCEF Contracting Needs (Cube Area) - Baraso, Sam
- ☐ 4:00pm - 5:00pm PCEF Updates with Jill @ MMT (Meyer Memorial Trust, 425 NW 10th Ave.) - Baraso, Sam

Saturday, June 22

- ☐ 12:00am Private Appointment

Sunday, June 23

- ☐ 12:00am Private Appointment

June 24, 2019 - June 30, 2019

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Monday, June 24

- ☐ 8:00am - 9:00am Daycare dropoff
- ☐ 9:00am - 9:30am Grab jump drive to take to Ashley
- ☐ 9:30am - 10:30am Sam/Ashley/Jaimes PCEF Committee Selection Process Discussion (City Hall) - Baraso, Sam
- ☐ 12:00pm - 1:00pm LT workshop hour: PSC (Exec Conf Room) - Ocken, Julie
- ☐ 12:00pm - 1:00pm LT workshop hour: PSC (Exec Conf Room) - Ocken, Julie
- ☐ 1:00pm - 2:00pm Andrea Durbin, Bureau of Planning & Sustainability (BPS) Director /Comm. Fritz, monthly (Tim or Cynthia) (Comm. Fritz's office, City Hall, Suite 220) - Fritz, Amanda
- ☐ 2:00pm - 6:00pm Application Review
- ☐ 2:00pm - 4:00pm PPL SRVCS office hours (Swing by my cube, we'll find a quiet spot) - Winsor, Jill

Tuesday, June 25

- ☐ 8:00am - 8:30am Prep for COBID Conversation
- ☐ 9:00am - 10:30am Leadership Team (Exec) - Ocken, Julie
- ☐ 9:30am - 10:00am Check-in on Committee Selection Process and Cobid - Baraso, Sam
- ☐ 10:00am - 11:00am StrengthsFinder Assessment
- ☐ 11:30am - 1:00pm Sam/Michele Check-in (as needed) (Lunch?) - Crim, Michele
- ☐ 3:00pm - 3:30pm COBID contract and next step (BPS Conf 7D (10)) - Yang, Jessica
- ☐ 3:30pm - 4:00pm PCEF Presentation at ETO Discussion (Conference Call) - Baraso, Sam

Wednesday, June 26

- ☐ 8:00am - 9:00am Sam/Alan PCEF Check-in (Costello's) - Baraso, Sam
- ☐ 9:15am - 10:00am FW: Updated invitation: PCEF Staffing workgroup mtg @ Monthly from 9:15am to 10am on the fourth
- ☐ 11:00am - 11:45am Sam/Bill Coffee (Meet in Lobby) - Baraso, Sam
- ☐ 12:00pm - 1:00pm Gender Convo (7A) - Winsor, Jill
- ☐ 1:30pm - 2:30pm PCEF at Energy Trust CAC (Energy Trust)
- ☐ 1:30pm - 2:30pm PCEF at Energy Trust CAC (Energy Trust) - Mason, Vinh
- ☐ 2:30pm - 3:30pm PCEF Comms (City Hall)
- ☐ 2:30pm - 3:30pm PCEF internal communications and strategy (Hardesty Conference Room (City Hall Rm 230)) - Au, Lokye
- ☐ 3:30pm - 4:00pm Leave early, daycare pickup
- ☐ 4:00pm - 5:00pm PCEF Comms Discussion (Caffe Umbria, 710 SW Madison St, Portland, OR) - Baraso, Sam
- ☐ 5:00pm - 8:00pm Love's see-you-later (White Owl Social Club, SE

Thursday, June 27

- ☐ 8:00am - 8:30am Plan responses to Commissioner Fritz
- ☐ 8:30am - 9:00am PCEF Applications Once Over
- ☐ 9:00am - 9:30am Reschedule Friday Lunch
- ☐ 9:30am - 10:30am PCEF Kickoff Update (BPS Exec Conf Room) -
- ☐ 11:00am - 1:00pm PCEF Check-In (Michele's Office) - Crim, Michele
- ☐ 12:00pm - 1:00pm Lunch and Learn - single-use plastics (BPS Conf 7A (30)) - Neild, Pam
- ☐ 3:00pm - 3:30pm Sam / julie o check-in (Exec Conf Room) - Ocken, Julie
- ☐ 3:45pm - 4:30pm Leave early, daycare pickup

Friday, June 28

- ☐ 9:00am - 10:30am PCEF Meeting (CEP - 2900 SE Stark) -
- ☐ 9:00am - 10:00am PCEF Capacity Building (Community Energy Project, 2900 SE Stark St.)
- ☐ 10:00am - 11:00am Lenny/Sam PCEF Check-in (Bike over to Crema) - Baraso, Sam
- ☐ 11:00am - 11:30am Call Ashley T.
- ☐ 11:30am - 12:00pm Private Appointment
- ☐ 12:00pm - 1:00pm Private Appointment
- ☐ 4:00pm - 5:00pm Check-In (TBD) - Oliveira, Donnie
- ☐ 4:00pm - 6:30pm Trisha's Transition Tapdance (McCormick and Schmick's Harborside at the Marina; 0309 SW Montgomery St, Portland, OR 97201) - Dabbs, Eden

Saturday, June 29

Sunday, June 30

July 1, 2019 - July 7, 2019

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Monday, July 1

- ☐ 8:00am - 9:00am Daycare dropoff
- ☐ 9:45am - 10:15am Cady/Sam Check-in
- ☐ 11:45am - 12:45pm Ann/Sam PCEF Updates Lunch (Duck House, 1968 SW 5th Ave.)
- ☐ 1:00pm - 1:30pm Email Remaining COS for PCEF Sitdown
- ☐ 1:30pm - 2:00pm Public Records Request next steps (Donnie's Office) - Oliveira, Donnie
- ☐ 2:30pm - 3:00pm Travel - Baraso, Sam
- ☐ 3:00pm - 4:00pm PCEF/Rebuilding Center - Coffee Chat (Case Study Roasters, 802 SW 10th Ave) - Baraso, Sam
- ☐ 5:00pm - 6:00pm Private Appointment - ☒

Tuesday, July 2

- ☐ 8:00am - 8:30am Schedule with Mary P.
- ☐ 9:30am - 10:30am Leadership Team (Exec Conf Room) - Ocken, Julie
- ☐ 10:30am - 12:30pm Sam/Michele Check-in (as needed) (Michele's Office) - Crim, Michele
- ☐ 2:00pm - 2:30pm Scheduling emails
- ☐ 2:30pm - 3:00pm Call Irene, Ryan, Lenny
- ☐ 3:00pm - 3:30pm Leave for home, baby pickup

Wednesday, July 3

- ☐ 8:00am - 1:00pm Remote work from home
- ☐ 1:00pm - 5:00pm Out of Office
- ☐ 3:30pm - 4:00pm Leave early, daycare pickup

Thursday, July 4

- ☐ 8:00am - 5:00pm Out of Office - Holiday
- ☐ 3:45pm - 4:30pm Leave early, daycare pickup

Friday, July 5

- ☐ 8:00am - 5:00pm Out of Office

Saturday, July 6

Sunday, July 7

July 8, 2019 - July 14, 2019

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Monday, July 8

- ☐ 7:30am - 8:00am Schedule 30-day checkin with Jaimes
- ☐ 8:00am - 8:30am draft Cady's intro
- ☐ 8:30am - 10:00am Sam/Cady Check-in
- ☐ 9:00am - 9:15am Reach out to Julie S. at County
- ☐ 10:00am - 12:00pm Sam/Jaimes/Cady On Boarding (BPS Conf 7I - 7045 (6)) - Baraso, Sam
- ☐ 10:00am - 10:30am Public Records Request Due
- ☐ 12:00pm - 1:00pm LT workshop hour: Dialogues in Action review (Eric and Michele) (7A) - Ocken, Julie
- ☐ 1:30pm - 2:00pm Check-in with Alan on Mayor's PCEF Meeting
- ☐ 3:45pm - 4:30pm Leave early, daycare pickup
- ☐ 5:30pm - 6:00pm Mayor's Willamette River Swim (Fire Station Dock)
- ☐ 6:00pm - 9:00pm Private Appointment -

Tuesday, July 9

- ☐ 9:00am - 10:30am Leadership Team (Exec Conf Room) - Ocken, Julie
- ☐ 9:30am - 10:30am MEET: PCEF Coordination (Kristin & Amanda) (Mayor's Conference Room) - Wheeler, Ted
- ☐ 12:00pm - 1:00pm FW: Social Justice Reading Group Meeting (BPS Conf 7A (30)) - Loehlein, Neil
- ☐ 12:15pm - 1:15pm Welcome Lunch for Cady and Jaimes! (Anchoi Vietnamese Kitchen, 635 SW College St.) - Baraso, Sam
- ☐ 3:00pm - 3:30pm Call Ashley
- ☐ 5:00pm - 6:00pm Private Appointment -

Wednesday, July 10

- ☐ 12:30pm - 1:45pm Kristen/ Sam Lunch (Dar Salam, 320 SW Alder St) - Kristen Connor
- ☐ 1:45pm - 2:30pm Coffee/Walk (Leave from Office) - Lum, Leslie
- ☐ 3:30pm - 4:00pm Leave early, daycare pickup
- ☐ 5:30pm - 6:30pm OPAL event group commute? (Leave from BPS) - Curren, Ryan
- ☐ 6:00pm - 9:00pm OPAL Voices of a People's History (Revolution Hall, 1300 SE Stark Street) - Baraso, Sam

Thursday, July 11

- ☐ 12:00am julie o vacay - Ocken, Julie
- ☐ 9:30am - 11:00am FW: BPS All Staff meeting (2500C) - Ocken, Julie
- ☐ 11:00am - 12:30pm JAMMAS (TBD) - Crim, Michele
- ☐ 11:00am - 11:30am Proposal - Sustainability Staff Meetings (BPS Conf 7E (16)) - Crim, Michele
- ☐ 12:30pm - 1:00pm Send out Hotsheet
- ☐ 1:00pm - 3:00pm PCEF Check-In (Michele's Office) - Crim, Michele
- ☐ 3:00pm - 3:45pm PCEF/Portland Haulers Memo Discussion (BPS Conf 7D (10)) - Baraso, Sam
- ☐ 3:45pm - 4:30pm Leave early, daycare pickup

Friday, July 12

- ☐ julie o vacay - Ocken, Julie
- ☐ 9:00am - 10:00am PCEF Capacity Team Meeting (Sierra Club Offices - 1821 SE Ankeny St, Portland, OR 97214) - Valdez, Jaimes
- ☐ 11:30am - 12:00pm Private Appointment
- ☐ 12:00pm - 1:00pm Private Appointment
- ☐ 2:00pm - 3:00pm Committee decision making - check in (BPS Conf 7I - 7045 (6)) - Lister, Cady
- ☐ 4:00pm - 5:00pm Check-In (TBD) - Oliveira, Donnie
- ☐ 4:00pm - 4:30pm Sam/Khanh PCEF Check-in (OPAL) - Baraso, Sam
- ☐ 4:15pm - 4:45pm Invitation: Sam-Khanh PCEF @ Fri Jul 12, 2019 4:15pm - 4:45pm (PDT) (sam.baraso@portlandoregon.gov) - khanh@opalpdx.org

Saturday, July 13

- ☐ julie o vacay - Ocken, Julie

Sunday, July 14

- ☐ julie o vacay - Ocken, Julie

July 15, 2019 - July 21, 2019

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Monday, July 15

- ☐ **Julie o vacay** - Ocken, Julie
- ☐ **8:00am - 9:00am Daycare dropoff**
- ☐ **10:00am - 12:00pm FW: CAP 2020** (BPS, 1900 SW 4th Ave., 7th Floor, Room 7E) - Kane, Alisa
- ☐ **1:00pm - 1:30pm Send hotsheet reminder to MT/LT**
- ☐ **2:00pm - 2:30pm Sam/Cady Floor Intros** - Baraso, Sam
- ☐ **2:30pm - 3:30pm Review Budget**
- ☐ **4:00pm - 5:00pm Private Appointment**

Tuesday, July 16

- ☐ **Julie o vacay** - Ocken, Julie
- ☐ **9:00am - 10:30am Leadership Team** (Exec Conf Room) - Ocken, Julie
- ☐ **10:30am - 11:00am Travel to Prasad** (925 NW Davis St.) - Baraso, Sam
- ☐ **11:00am - 12:00pm Sam/Michele Check-in (as needed)** (Michele's Office) - Crim, Michele
- ☐ **11:30am - 12:30pm Lunch Michele/Taren/Sam** (Prasad, 926 NW Davis St.)
- ☐ **1:00pm - 1:30pm PCEF Comms Check-in** (Donnie's Office or Walk) - Baraso, Sam
- ☐ **3:00pm - 3:30pm Check in** (BPS Conf 7I - 7045 (6)) - Lister, Cady

Wednesday, July 17

- ☐ **Julie o vacay** - Ocken, Julie
- ☐ **8:00am - 8:30am Draft Comms Update**
- ☐ **8:45am - 9:00am Discuss PCEF** - Watson, Amanda
- ☐ **9:00am - 9:30am PCEF budget and spending update and operation**
- ☐ **10:00am - 10:30am Travel to SEI**
- ☐ **10:30am - 11:30am SEI Kickoff Walkthrough (SEI)**
- ☐ **11:30am - 1:00pm Thank you Julia Thompson!** (BPS Conf 7A) -
- ☐ **2:00pm - 4:00pm PPL SRVCS office hours** (My cube (across from
- ☐ **3:00pm - 3:30pm Travel**
- ☐ **3:30pm - 4:15pm Sam/Alan Check-in** (St. Simon Coffee, 2005 NE
- ☐ **3:30pm - 4:00pm Leave early, daycare pickup**
- ☐ **5:30pm - 8:00pm Julie T going away party - Karaoke** (Capitol, 1440

Thursday, July 18

- ☐ **12:00am Julie o vacay** - Ocken, Julie
- ☐ **8:00am - 5:00pm Private Appointment**
- ☐ **9:00am - 9:30am Send Hotsheet to Mayor's Staff**
- ☐ **3:45pm - 4:30pm Leave early, daycare pickup**

Friday, July 19

- ☐ **8:00am - 5:00pm Private Appointment**

Saturday, July 20

Sunday, July 21

July 22, 2019 - July 28, 2019

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Monday, July 22

- 8:00am - 9:00am Daycare dropoff
- 9:00am - 9:30am Call Irene to get schedule
- 9:30am - 10:00am Sam-Eric Coffee (PSU Plaza?) - Engstrom, Eric
- 10:00am - 12:00pm PPL SRVCS office hours (My cube (across from Sallie's office & 7D)) - Winsor, Jill
- 10:30am - 11:30am HOLD: DJC Interview (Conference Line: 877.465.2391; Code: 9348094282) - Oliveira, Donnie
- 4:00pm - 5:00pm Sam/Jaimes 30-day Check-in (TBD) - Baraso, Sam

Tuesday, July 23

- 8:00am - 9:00am Coffee with Sam - Haium, Maja
- 9:00am - 10:30am Leadership Team (Exec Conf Room) - Ocken, Julie
- 10:15am - 10:45am Reschedule with Karly for next week
- 10:45am - 11:00am Pick PCEF appointment council dates
- 11:00am - 12:00pm Sam/Michele Check-in (as needed) (Michele's Office) - Crim, Michele
- 1:00pm - 2:00pm BPS PCEF Check In (BPS Conf 7F (8))
- 2:00pm - 3:00pm PCEF Team Meeting (BPS Conf 7G (8)) - Baraso, Sam
- 3:30pm - 4:30pm Connect Cady and Alan on Coalition Grant Committee meetings
- 4:00pm - 5:00pm Follow-up with PCL
- 5:30pm - 6:30pm Private Appointment -

Wednesday, July 24

- 8:00am - 9:00am Follow-up with Maja
- 9:15am - 10:00am FW: Updated invitation: PCEF Staffing workgroup mtg @ Monthly from 9:15am to 10am on the fourth Wednesday (PDT) (vinh.mason@portlandoregon.gov) (See Google Hangouts phone and video info) - khanh@opalpdx.org
- 10:00am - 11:00am PCEF/Children's Levy Meet & Greet (Children's Levy, 319 SW Washington, Ste 415) - Baraso, Sam
- 12:30pm - 2:00pm LT off-site lunch (Duck House) - Ocken, Julie
- 2:30pm - 3:15pm Communications Check-in (Simple Local Coffee) - Baraso, Sam
- 3:30pm - 4:00pm Leave early, daycare pickup

Thursday, July 25

- 9:00am - 10:00am PCEF Check-in (Commissioner Fish's Office, 1221 SW Fourth Avenue) - Baraso, Sam
- 10:30am - 12:30pm Mayor's Sustainability/Climate Agenda Work Session (BPS Conf 7E (16)) - Crim, Michele
- 11:00am - 12:30pm JAMMA (TBD) - Crim, Michele
- 1:00pm - 2:00pm Sam/Lenny PCEF App Review (7th Floor, Conference Room 7D, 1900 SW 4th Ave.) - Baraso, Sam
- 2:00pm - 3:00pm PCEF Check-In (Michele's Office) - Crim, Michele
- 3:45pm - 4:30pm Leave early, daycare pickup

Friday, July 26

- 9:00am - 10:00am PCEF Capacity Team Meeting (Sierra Club Offices - 1821 SE Ankeny St, Portland, OR 97214) - Valdez, Jaimes

Saturday, July 27

Sunday, July 28

July 29, 2019 - August 4, 2019

July 2019						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Monday, July 29

- ☐ 8:00am - 9:00am Daycare dropoff
- ☐ 9:00am - 10:00am PCEF/High Roads Agreements Chat (The Portland Exchange, 1355 SW 2nd Ave) - Baraso, Sam
- ☐ 11:00am - 11:30am LT Retreat Prep
- ☐ 1:00pm - 2:30pm PCEF Check-in (Caffe Umbria (710 SW Madison St.))
- ☐ 3:00pm - 4:00pm PCEF Check-in (Karly's Office, 1221 SW 4th Ave.) - Baraso, Sam
- ☐ 4:00pm - 4:15pm Sam/Jaimes Check-in (Coffee Walk) - Baraso, Sam
- ☐ 4:30pm - 5:00pm Leave work to pickup baby

Tuesday, July 30

- ☐ 8:00am - 8:30am Connect Cady/Lenny Re: Housing Innovation
- ☐ 8:00am - 8:30am Private Appointment
- ☐ 8:45am - 9:00am Sam/Cady Check-in (Walk or TBD) - Baraso, Sam
- ☐ 9:30am - 10:00am Draft PCEF Comms Content
- ☐ 11:00am - 12:00pm Sam/Michele Check-in (as needed) (Michele's Office) - Crim, Michele
- ☐ 12:30pm - 1:30pm PCEF Team Meeting (BPS Conf 7I - 7045 (6)) - Baraso, Sam
- ☐ 2:00pm - 6:00pm Leadership Team Table Setting (Tendue: The Ford Building: 2505 SE 11th, Suite 255) - Durbin, Andrea

Wednesday, July 31

- ☐ 7:30am - 8:00am Travel
- ☐ 8:25am - 8:55am PCEF XRAY.FM Interview (5415 N Albina Ave)
- ☐ 9:30am - 10:00am PCEF Proposed Floor Plan (Community Room) - Johnson, Fritz
- ☐ 10:00am - 11:00am Draft Detailed Budget Narrative
- ☐ 11:00am - 11:30am Call Thomas/Sam
- ☐ 11:00am - 11:30am CES Check-in (Telephone Call) - Lannom, Thomas
- ☐ 11:30am - 12:00pm Check-in with Arianne/Bruce
- ☐ 12:00pm - 1:00pm Brownbag: Anti-Displacement Coordination (BPS Conf 7A) - Hughes, Jena
- ☐ 1:00pm - 1:30pm Follow-up with Eden on PRR
- ☐ 3:30pm - 4:00pm Leave early, daycare pickup

Thursday, August 1

- ☐ 8:00am - 9:00am PCEF Comms Check-in (Sierra Club (1821 SE Ankeny St)) - Baraso, Sam
- ☐ 9:30am - 11:00am FW: BPS All Staff meeting (2500C) - Ocken, Julie
- ☐ 1:00pm - 3:00pm PCEF Check-In (Michele's Office) - Crim, Michele

Friday, August 2

- ☐ 11:00am - 12:00pm PCEF Committee Selection Advisory Meeting (BPS Conf 7E (16)) - Baraso, Sam
- ☐ 11:30am - 12:00pm Private Appointment
- ☐ 12:00pm - 1:00pm Private Appointment
- ☐ 1:30pm - 2:30pm Sam/Julie Catchup (The Portland Exchange, Coffee, 1355 SW 2nd Ave) - Baraso, Sam
- ☐ 3:00pm - 3:30pm Leave Early

Saturday, August 3

Sunday, August 4